

**NATIONAL GUARD of WISCONSIN**  
**Human Resources Office**  
**P.O. Box 8111**  
**Madison, WI 53708-8111**  
**Army National Guard**  
**Active Guard Reserve (AGR)**

**ANNOUNCEMENT AR 04-02**

<b>OPENING DATE:</b> 20 January 2004
--------------------------------------

<b>CLOSING DATE:</b> Periodically throughout the year
--

<i>APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS (1600 HOURS)</i>
--

**POSITION: Recruiting & Retention NCO**

**UNIT/LOCATION: Recruiting and Retention Command**  
see Additional Information (3)

**OPEN TO MALE and FEMALE SOLDIERS**

**MILITARY REQUIREMENTS (MOS):** Must be qualified or able to qualify in **79T**

**AREA OF CONSIDERATION:** Any current member of the WIARNG or individual eligible  
for enlistment in the Wisconsin Army National Guard.

**SALARY RANGE:** Pay and allowance commensurate with military rank.

**MINIMUM ALLOWABLE GRADE: SPC/ E-4 eligible to attend PLDC**

**MAXIMUM GRADE AUTHORIZED: SGT/E-7**

**MINIMUM QUALIFICATION REQUIREMENTS**

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet physical standards established in AR 40-501, Chap 3 and AR 600-9.
3. Must be able to serve five years (waiverable) on Active Duty prior to completing 18 years active service and prior to the date of mandatory removal without any extensions.
4. Must have sufficient retainability to complete initial three-year tour before National Guard ETS or MRD.
5. Separation from the military service for cause constitutes ineligibility.
6. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable).
7. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.

8. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being ordered to AGR status.
9. Applicants must not be subject to flagging action when ordered to AGR status.

### **DESIRED QUALIFICATIONS**

1. Highly motivated, self-starter, eager to work in the area of recruitment. This position is equivalent to a civilian sales position.
2. Must have strong individual work ethic, time management skills, and organizational skills. Must be able to work independently to accomplish mission objectives.
3. Proficient in the use of computers, specifically in the use of word processing, database manipulation, and graphic presentations.
4. Desire strong oral and written communication skills and the ability to effectively present information to large groups.
5. Must possess a positive, outgoing, and determined attitude.

### **ADDITIONAL INFORMATION**

1. Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the Adjutant General.
2. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).
3. Initial tours require a 36-month commitment to Recruiting Command. The first 18 months of this tour is in a stabilized position.
4. Applicants participating in the Selective Reserve Incentive Program (SRIP) may be terminated from SRIP upon entry in the AGR program. Review the SRIP addendum to enlistment contract for termination rules.

### **BRIEF DESCRIPTION OF DUTIES**

Interviews and pre-qualifies prospects for membership with the Wisconsin Army National Guard. Daily use of a laptop computer is required for mission accomplishment. Develops and maintains effective school recruiting programs. Presents formal and informal presentations to various school and civic groups to generate leads for enlistment. Directly supports one or more Wisconsin Army National Guard units and attends all drills. Establishes and maintains a good working relationship with assigned units and advises unit commanders on recruiting and retention matters.

### **The following qualifications are mandatory for entry into this MOS:**

**PULHES** score of **132221**

Minimum **ASVAB** score in Area **GT** of **110 waivable to 100 with a score of 100 in aptitude ST**

Be a high school graduate with diploma or have one-year college with a high school GED.

### **HOW TO APPLY**

1. Submit a **signed and current dated**, NGB Form 34-1, with a cover letter indicating the military vacancy announcement number and preference for the Northern Wisconsin or Southern Wisconsin Team, and area or city of consideration (Copies of NGB 34-1 or faxed copies will not be reviewed).

**Individuals desiring Statewide consideration must submit TWO (2), originally signed and dated application packets.** Do not submit application packets in three-ring binders.

2. All applicants must submit the following documents (the NGB 34-1 and the DMA Form 181 can be found at <http://dma.wi.gov/wiarng.htm>, "Job Openings", "Forms"):
  - Cover Letter
  - NGB Form 34-1, Application for AGR Position, dated Oct 2002
  - DMA Form 181, Race and National Origin Identification, dated 1 Jul 1998
  - A certified copy of DA Form 2-1, Personnel Qualification Record, **with ASVAB scores listed.**
  - Either a copy of last three NCO-ER's (E-5 and above) or a letter of recommendation (new E-5 and below).
  - Copies of **ALL** DD Form 214, Certificate of Release or Discharge from Active Duty, (not required for on-board AGR personnel).
  - Submit a statement of current height, weight and if applicable body fat measurement **signed by unit Readiness NCO, First Sergeant, or Commander.**
  - A Copy of DA Form 705, Army Physical Fitness Test Scorecard.
  - Copy of current (done within the past 5 years) physical, DD 2807-1, Report of Medical History & DD 2808, Report of Medical History (**all pages**), **including PULHES scores.**
  - **Comments on specific qualification requirements** named in this announcement, if applicable, will be included in Section VI of NGB Form 34-1.
  - **A statement explaining the absence of these documents must be included in the cover letter.**

**NOTE: Members of the Wisconsin Army National Guard are encouraged to contact their unit Readiness NCO to obtain the documents needed.**

3. Forward application to The Adjutant General, DMA Wisconsin, ATTN: **WING-HR-MD (Army AGR Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Applications must be mailed at applicants' own expense (next day mail suggested). Individuals may call prior to job closing date to ensure the application was received. HR will not review the application before the closing date. The applicant is responsible to ensure that application and all required supporting material are complete. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail [agrstaffing@wi.ngb.army.mil](mailto:agrstaffing@wi.ngb.army.mil)